

Request For Withdrawal
Credit Classes Only

This form, when completed and signed by the instructor, department chair, and associate dean (if necessary), must be submitted to Extension and International Programs, CP 100. Call 657-278-2611 for more information. It is the student's responsibility to return the form for processing by the withdrawal deadline.

(Please print in ink)

Form fields for student information: Date, Name, Address, City, Email, CWID, Area code, Telephone number, Degree objective, Major, Signature.

First Name

Last Name

A Course for Which Withdrawal is Requested

Type of Course

Form fields for course details: Subject area and Catalog number, Class number (5-digit), Number of Units, Name of instructor, Semester.

- Checkboxes for course types: Lecture or Lecture/Lab, Laboratory, Activity, Mini-Course, Internship, Independent Study, Other.

- 1. Are you withdrawing from all courses? [ ] Yes [ ] No
2. Have you attended this course continuously since the first meeting? [ ] Yes [ ] No If yes, skip to #5.
3. How many sessions have you attended? \_\_\_\_\_
4. When did you last attend this course? \_\_\_\_\_
5. Explain in detail below the serious and compelling reasons requiring your withdrawal. Please attach required documentation. Poor attendance or academic performance is unacceptable as serious or compelling reasons.

Horizontal lines for providing detailed reasons for withdrawal.

(Continue on reverse side if necessary.)

B RECOMMENDATIONS

Approval checkboxes for Instructor: [ ] Approved [ ] Denied, followed by Signature of Instructor and Date fields.

Please check the appropriate box:

- Estimated grade at the time of withdrawal = \_\_\_\_\_
No basis for evaluation (no exams or graded assignments)
Last date student attended your class \_\_\_\_\_

Approval checkboxes for Department Chair: [ ] Approved [ ] Denied, followed by Signature of Department Chair and Date fields.

ECS COURSES

Approval checkboxes for Associate Dean: [ ] Approved [ ] Denied, followed by Signature of Associate Dean or Designee and Date fields.

